Request to Change or Extend Catalog Term / Year

Type or Print Information

Name: _____________________________________________________________________WKU ID: __________________

Last Name    First Name              M.I.

Major: ________________________________________________________________

Ref. Number     Major Title

Note: The student’s initial term of entry is identified as the student’s “catalog term.” Refer to the “Academic Information” section of the current Undergraduate Catalog to review the Catalog Term / Year Policy.

All Degree Requirements will be completed by: _________________________

Change Catalog Term/Year Request

Instructions:
Catalog Term / Year is based on the first term of enrollment as a degree-seeking student. Enter your current catalog term / year on the appropriate line. Then, enter the catalog term to which you want to change. Changes must be made to a more recent term. Changing a catalog term affects major, minor, concentration, and general education requirements. Therefore, you should consult with an advisor before making a change.

Student’s Current Catalog Term / Year: __________
Requested Catalog Term / Year: __________

To make a change to the general education program, please complete the box below.

Extend Expired Catalog Term/Year

Instructions:
Students may follow the program requirements for a Catalog Term / Year for seven years. Students with an expired catalog term must contact their department head and dean’s office to request a catalog term/year extension. The department head and dean’s office will determine the length of the extension. Students with an expired catalog term or who have exhausted the time limit for the extension will have a hold placed on their registration. Students eligible for an extension should have a catalog term of Fall 2005 or later, since the policy was generated to coincide with automated degree audit. Students with an expired degree program on file should consult with their advisor and Dean’s Office to determine if an extension is feasible.

Student’s Current Catalog Term / Year: __________
Extend Catalog Term / Year Until: __________

University Colonnade / General Education Requirements

In consultation with the student, advisors may select which general education programs a returning student should follow to complete degree requirements in a timely manner.

Select one option:
☐ Maintain “old” general education requirements. (Returning students who began their studies at WKU under the old General Education program will be allowed to finish their degree under the old General Education program. This option will end in the Fall 2019 semester when WKU’s old General Education program is officially closed.)

☐ Follow Colonnade Program. (Available for all undergraduate students.)

Approvals
All signatures are required.

Student’s Signature   Date

Department Head’s Signature   Date

Dean’s Signature   Date

Dean’s office submit completed form to the iCAP office in the Office of the Registrar, Potter Hall 216.

For Office of the Registrar Use Only:
Processed By: ______________   Processed Date: ______________   Processor’s Notes:

Updated February 2016